

28 January 1983

MEMORANDUM FOR: Office of General Counsel  
Office of Inspector General  
Director of Security

STAT FROM:

[REDACTED]  
Deputy Chief, Benefits and Services Division/OP

SUBJECT: Disappearance of EAA Store Merchandise

The Manager of the Employee Activity Association Store has reported the apparent theft of the following item from the Store:

	<u>Cost</u>	<u>Date</u>
1 Letts Wallet	\$17.50	7 January 1983

The apparent theft was confirmed by the Store when the merchandise was found missing from the display container.



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83-9827

21 January 1983

## MEMORANDUM

From: EAA Store Manager  
 To: Chief, Benefits and Services Division  
 Thru: Deputy Chief, BSD

Subj: Merchandise

1. The following item was discovered missing on 7 January 1983:

1 Letts wallet costing \$17.50

2. Request permission to write-off as a loss.

3. The following merchandise was damaged or broken in the Store. It is requested that these items be deducted from purchases and declare a loss.

Amount	Item	Vendor	Cost
3	Candles	Biedermann 7 Sons	\$ .39
2	Candles	Hallmark Inc.	7.50
1	Make-up kit	Swersey's	9.95
1	Condiment set	Chadwick-Miller	1.80
1	Poster	Hallmark Inc.	1.00.

\$ 20.64

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APPROVED:

STAT

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 President, EAA

DISAPPROVED:

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 President, EAA